



DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR FORCE RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5200

ONLY REFER TO:

COMNAVAIRFORESINST 5400.7A
N3

13 DEC 2005

COMNAVAIRFORES INSTRUCTION 5400.7A

Subj: SELECTION OF DRILLING RESERVIST RESERVE FORCE SQUADRON (RESFORON)
COMMANDING OFFICERS (COs), CHIEF OF NAVAL AIR TRAINING RESERVE
COMPONENT COMMANDER (CRCC), TRAINING WING RESERVE COMPONENT COMMANDER
(TWRCCs), AND FLEET REPLACEMENT SQUADRON (FRS) SAU COs

Ref: (a) BUPERSINST 1001.39D
(b) COMNAVRESFORINST 1001.5E
(c) COMNAVRESFORINST 1540.10D
(d) SECNAVINST 5211.5D

End: (1) National Reserve Aviation Command Selection Board Guidelines
(2) Community Guidelines
(3) Board Precepts
(4) Command Billet Application Format

1. Purpose. To delineate standardized procedures and guidelines for the selection processes.

2. Cancellation. COMNAVAIRFORESINST 5400.7

3. Background. Strong leadership is essential for continued Naval Air Force Reserve mission accomplishment. Therefore, it is paramount that the best and brightest of our officer corps are selected for the key leadership roles of tomorrow. To ensure this, selection of Drilling Reservists as RESFORON CO/ Executive Officers (XOs), CRCCs, TWRCCs, and FRS SAU COs shall be achieved through a board process. These boards, either of a national or local scope, shall be handled per references (a) through (d) and using enclosures (1) through (4) of this instruction. Only individuals selected by a board process will assume the positions of a CO, XO, CRCC, TWRCC, or FRS SAU CO. However, under extenuating circumstances the convening authority may grant an "interim status" to a nonboarded individual to carry out the duties associated with that role when deemed appropriate until such time a board process can reasonably be convened.

4. Action

a. Commander, Naval Air Force Reserve (COMNAVAIRFORES) shall establish the standardized procedures and guidelines for selecting the RESFORON CO/XO, CRCC, TWRCCs, and FRS SAU COs.

b. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N3Air) shall annually review this instruction for validity and update as appropriate.

c. COMNAVAIRFORES Wing Commanders, CNATRA NOOR, and FRS COs shall review and act per enclosure (1) of this instruction.

d. Applicants shall review and follow enclosures (1), (2), and (4) of this instruction as applicable.

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5. Reports. Report of Board Proceeding, report symbol COMNAVAIRFORES 5420-1, will remain in effect for 3 years from the issue date of this instruction.


D. L. ROY
Chief of Staff

Distribution: SNDL

A3 (NIR, N88A, N095), 23C, 26B3, F21,
FR3, FR4, FR5, FRS, FR14, FR16,
42B3, 42J3, 42P3, 4203, 42U3, 42W1,
42X1, 42BB3, 42CC3, 42DD3, 42GG3,
42HH1, 42XX, LANT/PACREP COMNAVAIRFORES Liaison

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NATIONAL RESERVE AVIATION COMMAND SELECTION BOARD GUIDELINES

1. Board Guidelines. COMNAVAIRFORES shall be the convening authority for the National Reserve Aviation Command Selection Board.

2. Action items

a. COMNAVRESFORCOM (N3Air) shall convene the National Reserve Aviation Command Selection Board within the first quarter of each Fiscal Year (FY).

b. The Board President shall:

(1) Conduct board proceedings per enclosure (3) of this instruction.

(2) Ensure strict compliance with the Privacy Act requirements per reference (d).

(3) Submit the Report of Board Proceedings (Report Symbol COMNAVAIRFORES 5420-4) to COMNAVAIRFORES for final approval and dissemination of the board results.

c. COMNAVRESFORCOM (N3Air) shall:

(1) Annually review this instruction for validity and update as appropriate.

(2) Organize the National Reserve Aviation Command Selection Board and announce the date via message.

(3) Appoint the Recorder for the National Reserve Aviation Command Selection Board.

(4) Within 6 months of the board's convening date, issue any additional requirements, guidelines, and the list of units eligible for that FY National Reserve Aviation Command Selection Board.

d. Wing Commanders, CNATRA, and FRS COs shall:

(1) Submit via e-mail to COMNAVRESFORCOM (N34A), 7 months before the end of the current FY, a list of units under their cognizance that will require a CO selection within 15 months of the board.

(2) Consolidate all application packages within their Wing and validate each for compliance with applicable guidelines and requirements.

(3) Submit via e-mail to COMNAVRESFORCOM (N3Air), 1 month before the board's convening date, a list of validated candidates along with any additional information requested.

(4) Deliver, 2 weeks before the board's convening date, all validated packages to COMNAVRESFORCOM (N3Air).

e. Applicants shall:

(1) Have been screened by Chief of Navy Personnel for Aviation Commander Command.

Enclosure (1)

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(2) Be a commander or commander select that would not attain a date of rank for captain during the command tour (exception: CNAT-A RCC).

(3) Submit, 45 days before the board's convening date, a completed application package to their Cognizant Echelon IV Command via their unit CO.

(4) CNATRA applicants shall submit completed application packages to CNATRA OSO 45 days before the board's convening date.

(5) Include the following in the application package, and any additional requirements delineated in the National CO/XO RESFORON Selection Board message:

(a) Application, enclosure (4) of this instruction.

(b) Copy of the Aviation Command screen letter.

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COMMUNITY GUIDELINES

1. RESFORON CO/XO Selection Guidelines

a. Normal tenure for a RESFORON CO should be 16 months but at the discretion of the respective Wing Commander, may be adjusted to a period of 12 to 18 months. Tenure periods outside of the Wing Commander's window shall be forwarded to COMNAVRESFORCOM (N3Air) for approval.

b. Officers with a date of rank for captain (06) are not eligible for command of RESFORONS.

2. CNATRA Guidelines

a. Maximum tenure is 24 months for CRCC and TWRCC billets.

b. TWRCCs who obtain a date of rank for captain must obtain an individual waiver per the annual Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) manpower policy guidance to remain in their paid billet through the end of the FY.

c. CRCC applicants:

(1) Must hold the rank of captain upon assuming the position.

(2) Must have completed a previous Reserve commander command tour.

d. TWRCC applicants:

(1) Should have previous Training command experience as an instructor in at least one syllabus taught at the TRAWING the applicant is seeking.

(2) Must have completed a previous Reserve commander command tour.

(3) Must not be a captain select.

3. FRS Guidelines

a. Maximum tenure is 24 months for an FRS SAU CO.

b. SAU CO applicants: Be a commander select or commander that would not attain a date of rank for captain during the command tour.

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BOARD PRECEPTS

From: (Convening Authority)
To: (Rank, full name), USNR, 123-45-6789/1XXX, (Board President)
Subj: PRECEPT FOR CONVENING FISCAL YEAR (FY) XX NATIONAL RESERVE AVIATION
COMMAND SELECTION BOARD
Ref: (a) BUPERSINST 1001.39D
(b) COMNAVRESFORINST 1001.5E
(c) COMNAVAIRFORESINST 5400.7A
(d) DOD 1350.2 of 18 Aug 95 (Military Equal Opportunity)
End: (1) FY XX National Reserve Aviation Command Selection Board Membership
(2) Supplemental Guidance
(3) Report of Proceedings/Demographic Data

1. The screening and detailing board (hereafter referred to as "the board") consisting of you as the President and the officers listed in enclosure (1) of this letter, is ordered to convene at (command/location), at (time), (date) per references (a) through (d).
2. The function of the board is to select the best-qualified officer for RESFORON, Training Wing, and augment unit command and senior leadership positions. Commander, Naval Air Force Reserve (COMNAVAIRFORES), CNATRA, respective Wing Commanders, or Fleet Replacement Squadron Commanding Officers will furnish the names, applications, officer performance data, and the list of vacant billets to the board when the board convenes.
3. The board will carefully consider, without prejudice or partiality, the qualifications of each eligible officer. The board will consider each officer in confidence factor order and recommend for assignment the officers whom a majority of the members consider as the best qualified. Due consideration will be given to the needs of the Navy, the preference and qualifications of the officer, information provided by the gaining command, billet requirements, and mission of the unit.
4. Supplemental guidance for your deliberation, the oath that shall be administered to all recorders, support personnel, and members of the board is provided in enclosure (2) of this letter.
5. Once the President of the Board has signed the proceedings of the board, the results will be forwarded to Commander, Naval Reserve Forces Command (N3Air) for endorsement and publication to all field activities.
6. Immediately following the board's adjournment, the recorder will witness and observe the complete destruction of all records, materials, and notes of the board proceedings including, but not limited to, applications, work-sheets, photographs, fitness reports, Officer Summary Records (OSR), and Personnel Summary Records. The recorder will certify in writing, to the convening authority, compliance with action directed by this precept paragraph.

Signature of Convening Authority

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FY XX NATIONAL RESERVE AVIATION COMMAND SELECTION BOARD MEMBERSHIP

VOTING MEMBERS

(RANK/NAME), USN, (Social Security Number (SSN)/DESIGNATOR))

RECORDER

(RANK/NAME), USN, (SSN/DESIGNATOR)

ASSISTANT RECORDERS

(RANK/NAME), USN, (SSN/DESIGNATOR)

SUPPORT PERSONNEL

(RANK/RATE/NAME), USN, (SSN/DESIGNATOR)

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Enclosure (1) to
Enclosure (3)

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SUPPLEMENTAL GUIDANCE

1. Once the board has convened, the President of the board will administer the following oath to the recorder, assistant recorder, and support personnel:

"We, and each of us, do solemnly swear (or affirm) that we will keep a true record of the proceedings of the board, that we will not divulge the proceedings of the board except as authorized or required by the convening authority or higher authority. So help us God."

The recorder will then administer the following oath or affirmation to the members of the board:

"We, and each of us, do solemnly swear (or affirm) that we will perform our duties as a member of the board without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the Naval Service, and that we will not divulge the proceedings of the board except as authorized or required by the convening authority or higher authority. So help us God."

2. The Senior Member of the board has been appointed as the president and will perform the prescribed administrative duties. A board President has no authority to determine any matter that would constrain the board from recommending for appointment those officers deemed best qualified to meet the needs of the Navy Reserve.

3. Any board member who believes that they cannot, in good conscience, perform their duties as a member of the board, without prejudice or partiality, has a duty to request relief by the convening authority from such duty. Such a request will be honored. In addition, if any board member believes that the integrity of the board's proceedings has been adversely affected by improper influence of military or civilian personnel, misconduct of the board President, a member, or any other reason, that member has a duty to request relief from their obligation from the convening authority. Upon receiving relief from their obligation, the member must report the basis for their belief to the convening authority or higher authority.

4. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, creed, color, sex, or national origin. Aggressive commitment to equal opportunity is critical. In evaluating the records of minority officers, the board should be aware that past discrimination might have operated to the disadvantage of these officers. Such discrimination may have manifested itself in fitness reports, assignment to nontraditional roles, or billets of lesser scope and importance. The aforementioned should not adversely influence the consideration for assignment.

5. The following instructions concerning communications and information apply to the board proceedings:

a. Each of you (President, members, recorders, and support personnel) is responsible for maintaining the integrity of this board and for fostering careful consideration, without prejudice, for every eligible officer.

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Enclosure (3)

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b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that the integrity of this board has been improperly affected.

c. You may not receive, initiate, nor participate in communications or discussions involving information precluded from consideration by this board. You are to base your recommendations on the material in each officer's military record and any information communicated to you by individual eligible officers under regulations I have issued. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded in law or service regulation from consideration by a selection board or inclusion in an officer's military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered unless that opinion is contained in material provided to the board.

6. The following instructions apply to board proceedings:

a. Each applicant's package will be grouped by competitive category. The reviewer will prepare a briefing to include the following highlights at a minimum: (1) Performance as recorded on fitness reports and Officer/Personnel Summary Records; (2) challenging active and inactive duty assignments (e.g., Commanding Officer, Executive Officer, Training Officer, Department Head); (3) significant annual training (e.g., boards, professional schools/courses, exercises); (4) personal awards/ decorations; (5) billet relevant education; and, (6) the contents of correspondence addressed to the board president (if applicable).

b. In your deliberations, your goal will be to select the best qualified officer to that billet which a majority of the board members consider the best match for the preference and qualifications of the officer, the mission of the unit, and the requirements of the gaining command and the billet. You will be guided by the requirements of references (a) through (d) as appropriate, and correspondence properly submitted to you by the applicant and the supported command.

c. Officers may be detailed to billets other than those specifically applied for subject to the needs of the service and travel/drilling limitations cited in their billet applications.

7. Once you have convened the board, any member who informs you of a potential conflict of interest (i.e., past or present business, family or marital relationship, etc.) may excuse him or herself. This excusal will apply to all actions (briefings, votes, and detailing) specifically associated with the application(s) cited by the board member.

8. The report of the board will be in writing and signed by each member and the recorder. The report will contain the names of the officers the board recommends for selection and the specific unit and position for which recommended. The report will certify that the board has complied with all instructions in the precept. Additionally, the report of the board will certify that the board carefully considered the case of each applicant whose

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name was furnished to the board, and that in the opinion of a majority of the members of the board, the officers recommended for selection by the board are best qualified to meet the needs of the Navy.

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REPORT OF BOARD PROCEEDINGS

From: (RANK, FULL NAME), USN, (SOCIAL SECURITY NUMBER/DESIGNATOR)
To: Commander, Naval Air Force Reserve
Subj: FISCAL YEAR (XX) NATIONAL RESERVE AVIATION COMMAND SELECTION BOARD
RESULTS (REPORT SYMBOL COMNAVAIRFORESFOR 5420-4)

Ref: (a) Board Precepts

Encl: (1) National RESFORON CO, CNATRA RCC, TRAWING RCC, FRS SAU Command
Selections

1. Per reference (a), the subject board met at (command/location), at (time), (date). Enclosure (1) of this letter contains the results of these deliberations.

2. We the undersigned board members, hereby certify that:

a. The board has complied with all instructions in the precept.

b. The board has carefully considered the case of each officer whose name was furnished to this board as a billet applicant.

c. In the opinion of the majority of the members of this board, the officers selected for assignment are the best qualified to meet the needs of the Navy Reserve from among those officers whose names were furnished to this board as billet applicants.

d. Confirmed National Reserve Aviation Command Selection Board results for RESFORON CO's, CNATRA RCC, TWRCC, SAU CO's or FRS SAU CO's are submitted in enclosure (1) of this letter.

3. The Board adjourned at (time) on (date).

(Name) Rear Admiral
President

Member
(Signature block for each member)

Recorder

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Enclosure (3) to
Enclosure (3)

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COMMAND BILLET APPLICATION FORMAT

From: Applicant's Grade, Full Name, Social Security Number (SSN)/Designator
To: Cognizant Echelon IV Command
Via: Unit Commanding Officer

Subj: APPLICATION FOR (COMMAND/TRAINING WING RESERVE COMPONENT COMMANDER/SAU
COMMANDING OFFICER) OF (UNIT NAME AND LOCATION)

Ref: (a) Notice of Command/Billet Vacancies
(b) COMNAVRESFORINST 1001.5E
(c) COMNAVAIRFORESINST 5400.7
(d) SECNAVINST 5211.5D
(e) MILPERSMAN 5020140

Encl: (All applicable enclosures)

1. I am applying for assignment as REFORON CO/CNATRA Reserve Component Commander, Training Wing Reserve Component Commander, or FRS SAU CO of the following unit(s) announced in reference (a).

2. The following information is provided per references (a) through (e). Per reference (d), I understand that I am not required to submit the requested information protected by the Privacy Act of 1974. I also understand that authority to request this information is derived from Title 5, U.S. Code, Section 301 and failure to provide it could adversely affect my chances for selection.

- a. Current unit assignment and Navy Reserve activity.
- b. Home address, phone number.
- c. Work place phone number.
- d. Description of current civilian responsibility and how much time member plans to devote to Navy Reserve duties.
- e. Results of latest Physical Readiness Test/body fat.

3. Enclosures (xx) through (xx) of this letter are submitted for consideration.

4. Remarks: Any pertinent information not covered in paragraphs 2 and 3 above.

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Enclosure (4)